

Andy Schor
Mayor



Andy Schor, Mayor

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OFFICE OF THE MAYOR
CITY OF LANSING, MICHIGAN

TO: COUNCIL PRESIDENT, COUNCIL VICE PRESIDENT, MEMBERS OF LANSING CITY COUNCIL; ALL OFFICERS, EMPLOYEES, AGENCIES, BOARDS, AUTHORITIES, AND DEPARTMENTS OF THE CITY OF LANSING

RE: EXECUTIVE DIRECTIVE FOR RESTRICTIONS ON DISCRETIONARY SPENDING – 2020-01

Coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus that had not been previously identified in humans and can easily spread from person to person. There is no approved vaccine or anti-viral treatment for the disease.

On January 31, 2020, the United States Department of Health and Human Services Secretary Alex Azar declared a public health emergency for COVID-19.

On or about March 10, 2020, Governor Gretchen Whitmer issued Executive Order 2020-04 declaring a State of Emergency for the State of Michigan.

On March 16, 2020, I issued Executive Order 2020-02 declaring a State of Emergency for the City of Lansing in response to the novel coronavirus (COVID -19) pandemic.

As Mayor of the City of Lansing, I am charged with exercising all the powers and duties granted to the Mayor by law or the City Charter, in addition to seeing that the laws, ordinances, and regulations of the City are enforced pursuant to Article 4 of the City of Lansing City Charter.

I have taken a number of significant and necessary actions to protect the health and safety of Lansing employees, residents, visitors and others in response to the novel coronavirus (COVID -19). These actions include the State of Michigan Stay at Home executive order and coordination of response activities under the City of Lansing Emergency Management Plan. These actions have resulted in measures to mitigate the spread of the virus, such as restricting travel, gatherings, in-person meetings and work, and entry to places of public accommodation. These actions have provided essential protections to those in the City of Lansing during this unprecedented public health crisis, but they carry with them unavoidable financial costs.

The critical response activities undertaken by City of Lansing departments and agencies will have a significant impact on the City's budget. In addition, the necessary restrictions put in place to mitigate the spread of COVID-19 are expected to curtail economic activity in the City of Lansing and substantially impact revenue collections by the City of Lansing. In anticipation of these impacts, City government shall take action now to

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limit its discretionary spending, to help ensure that the COVID-19 pandemic does as little harm as possible to both the public health and the fiscal health of the City.

Therefore, pursuant to the direction and mandate given to me by the People of the City of Lansing, as expressed in State Law, City Charter and City Ordinances, I, Mayor of the City of Lansing am issuing the following executive directive:

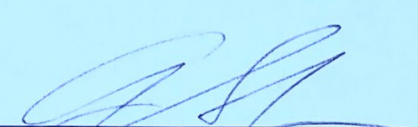
EXECUTIVE DIRECTIVE 2020-01

Acting under section 7-107.4, of Article 7, and Article 4 of the City of Lansing City Charter, I direct the following:

1. As a result of the severity of the fiscal challenges currently confronting the City of Lansing due to the COVID-19 pandemic, all City departments shall restrict all discretionary spending and continue to aggressively implement cost containment strategies, including the identification and implementation of administrative efficiencies and economies to generate budgetary savings.
2. This directive applies to, but is not limited to, all non-essential contracts, purchases, travel, training, and other forms of discretionary expenditure.
3. Expenditures for the following categories of activities are exempt:
 - a. COVID-19 response activities implemented under the City of Lansing Emergency Management Plan necessary to address the emergency.
 - b. Activities required by specific legal mandate, federal mandate, state mandate, or court order.
 - c. Activities critical to protecting the health, safety, or welfare of Lansing residents.
 - d. Activities necessary to produce budgetary savings, protect existing City revenue, or secure additional City revenue.
4. City department directors and agency directors must approve all expenses of their departments, report expenses of their departments regularly to the Finance Director, and categorize the necessity of the expenses.
5. The Finance Department shall review department and agency expenditures on a regular basis. The Finance Department shall make every effort to further reduce total City spending, including but not limited to implementing limits on the use of City wide contracts, direct vouchers, procurement cards, and employee reimbursements. If the Finance Director determines that a department or agency has failed to demonstrate significant and continuing progress in complying with this directive, the Finance Director shall rescind procurement authority delegated to the department or agency.
6. All City departments and agencies shall cooperate fully with the Finance Director in this effort.

This directive is effective immediately and will remain in effect until further notice.

Issued and ordered this 6 day of ^{April} ~~MONTH~~, 2020.


Andy Schor
Mayor